

I. INTRODUCTION

The Community Development Block Grant - Emergency Assistance Program is administered by the Wisconsin Department of Commerce, Bureau of Community Finance, under Title I of the Housing and Community Development Act of 1974, as amended. These funds are to be used to assist local units of government in times of emergency, which occur as a direct result of natural or manmade disasters.

This handbook is designed to assist you in implementing a Community Development Block Grant - Emergency Assistance Program (CDBG-EAP) grant. It was prepared by the Wisconsin Department of Commerce (COMM), Bureau of Community Finance, and contains the required administrative procedures and references to state and federal regulations which apply to recipients of CDBG-EAP funds.

The handbook presents procedures and requirements that you will have to deal with as you implement your program. Upon notification by Commerce that a local government has been awarded a grant, this implementation process will begin.

The first step will be to develop a contract between the Department of Commerce and the grant recipient. The contract will be based upon the application and will spell out the details of the proposed program, including the timetable and a number of other standard requirements included in this manual.

Commerce will monitor performance of grant recipients based upon the contents of this manual and the individual program details spelled out in the contract. Commerce will also provide technical assistance and a training session will be held for all grant recipients shortly after grant awards are announced. All recipients are expected to participate in this session. Grant recipients are urged to use this manual and to call their Project Representative with any implementation questions.

This handbook will be revised as regulations and requirements change. You will be sent changes to this manual or a replacement for your old one when this happens. Only the most recent edition of the manual will contain the rules in effect at any time. When you receive an update or replacement, please discard the old materials.